MEM-Purging Members from Provider's MediPASS Lists

Purpose:
This procedure explains the process of how to purge members from the MediPASS provider lists.

Identification of Roles:
Member Services Analyst (MSA)
Call Center Lead
Member Services Specialist Lead (MSSL)

Performance Standards:
A purge is to be completed 4 business days prior to Managed Care Cut-off.

Path of Business Procedure:
Step 1: Log into the Medicaid Management Information System (MMIS).
   a. See system manual for how to login into MMIS

Step 2: Once logged into the system the main menu in MMIS will appear.
   a. Type the number 16 to the right of Application –Number. Screen 16 is the Managed Health Care (MHC) Enrollment Subsystem in MMIS.
   b. Press enter to go to the next screen

Step 3: On the Managed Health Care Subsystem Functions screen in MMIS.
   a. Select options 6 (On request Reports)
   b. Press enter to go to the next screen

Step 4: From the Managed Health Care On-request Functions menu complete the following steps:
   a. To the right of "Selection:" place a 4 (Purge recipients from enrollment file and produce report)
   b. To the right of the "Counties:" field place "zz". This purges all members from MediPASS provider lists in every county, which have been ineligible for the last three months
   c. Use the enter key to confirm changes, across the bottom of the screen it should state that "Your request has been generated"

Forms/Reports:
No report is produced that comes to Member Services

RFP References:
6.5.1.2(h)

Interfaces:
MMIS MHC ENROLLMENT SUBSYSTEM

Attachments:
None